



THE SECRETARY OF TRANSPORTATION

WASHINGTON, D.C. 20590

January 28, 2005

**Equal Employment Opportunity Policy Statement  
2004**

Every employee at the U.S. Department of Transportation is responsible for maintaining a work environment that is free of discrimination. When any employee or job applicant is discriminated against, the work of this Department suffers, opportunities for achievement are lost, and the ability of our employees to reach their full potential is jeopardized.

We must eliminate all barriers to equal employment opportunity for employees and applicants for employment and further ensure that our recruitment and selection processes support the full consideration of talented individuals from groups that were not well represented in the past. All supervisors and managers must ensure that employees receive equal opportunity to the training needed to maintain core competencies and develop to their full potential. We must counsel and mentor all of our employees, and acknowledge accomplishments through formal recognition and opportunities for advancement. Personnel actions must be based upon merit factors, without bias or prejudice.

There is zero tolerance of discrimination in the workplace. Any Departmental employee determined to have engaged in unlawful discriminatory practices, and any employee in a position of authority who fosters an environment that allows discriminatory practices to exist, will be subject to appropriate disciplinary action.

Employees who believe they have been discriminated against on the basis of race, color, national origin, religion, age, sex, disability, or sexual orientation, or subjected to reprisal for opposing discrimination in the agency, or participating in the complaint process, are encouraged to contact their Office of Civil Rights or the Departmental Office of Civil Rights.

I am committed to making the Department a model workplace where each employee is valued and has an opportunity to contribute fully to the accomplishment of our mission. I ask each of you to join me in this commitment. I am counting on each of you to do your part.

A handwritten signature in black ink, appearing to read "Norman Y. Mineta", is positioned above the printed name.

Norman Y. Mineta